BUSINESS AND INFORMATION TECHNOLOGY

EDUCATIONAL SPACES

Printing Instructions

1. Print the Table of Contents section to obtain an overview of the total document.
2. Print each document section that you are interested in.
3. For a *complete* document, please *print all* sections.

BUSINESS AND INFORMATION TECHNOLOGY

GENERAL PROGRAM GOALS AND OBJECTIVES STATEMENT

- ☐ To develop attitudes and entry-level skills to meet the requirements for employment in the fields of business and information technology.
- ☐ To provide students the opportunity to explore career possibilities in business.
- ☐ To provide a business foundation for those students who will pursue specialized training in post-educational institutions.
- ☐ To provide the students with common business skills for personal use.
- ☐ To provide an understanding of the free enterprise system, a knowledge of how businesses operate in this system, and information to enable them to become effective participants in business today.

PROGRAM ACTIVITIES

- ☐ Keyboarding/ and Word Processing
- ☐ Internet Research
- ☐ Bookkeeping/Accounting
- ☐ Business Office Procedures
- ☐ Document Preparation
- ☐ Team Activities
- ☐ Lecture
- ☐ Telephone Etiquette
- ☐ Fax and E-mail Procedures

- ☐ Presentation Management/Multi-media
- ☐ Desktop Publishing
- ☐ Spreadsheets/data base
- ☐ Graphic Design
- ☐ 10- Key
- ☐ Web Page Development
- ☐ Bar Coding
- ☐ Scanning
- ☐ Storage/Retrieval/Records Management
- ☐ Simulations
- ☐ Teleconferencing

AREAS

DESCRIPTION	EST. STAFF	EST. STUDENTS	SQ. FT. TOTAL
Business Lab	1-3	15-25	1000
Storage Space	0	0	300
Office	1-2	2-3	120
Multi Use Lecture Space	1-2	15-25	850
Mini lab (specialized)	1	5-6	240
Distribution Frame Room	1	1-2	150
Reception	1-3	2-3	180
Conference Room	1-2	10-15	270
Student Store	1	2-3	100

INTERNAL/EXTERNAL RELATIONSHIPS - WHAT SHOULD BE NEAR THIS AREA

- ☐ The classrooms should be near the frame distribution room.
- ☐ The classrooms should be near core classes.
- ☐ A conference room should be located near the classroom.
- ☐ The classrooms should be near the media center, if possible.
- ☐ The classrooms should be near the Business and Information Technology office.
- ☐ Consider placing the business lab near the other computer labs to share peripherals and reduce the length of wire runs.
- ☐ The student store should be placed near the concessions if possible.

INTERNAL/EXTERNAL RELATIONSHIPS - WHAT SHOULD **NOT** BE NEAR THIS AREA

- ☐ The classrooms should be far from any noisy areas such as the gymnasium, music room, and trade and industry.
- ☐ The classroom should be far from fume producing activities such as automotive, painting, etc.

UTILITIES

Plumbing:

- ☐ Plumbing should be positioned or dampened to minimize noise.
- ☐ A sink is needed in the student store.
- ☐ A sink should be considered for the conference room.

HVAC:

- ☐ The heating, ventilation, and air-conditioning systems need to be of sufficient size to keep each instructional space at a comfortable temperature.
- ☐ The system needs to have a fresh air exchange system to keep high air quality in each instructional space.
- ☐ The general classroom supply and exhaust ducts need to be positioned to minimize any draftiness in the room.
- ☐ The HVAC controls need to be designed to allow individuals the ability to modify the classroom temperature for the instructional requirements of the classroom activities.
- ☐ The controls need to be positioned so that the room temperature is not “misread” (e.g., not too close to a door, window, or vent.)
- ☐ Humidity controls are needed in the computer lab.
- ☐ The HVAC system should be energy efficient.

Electrical:

- ☐ Electrical supply outlets need to be sufficient to meet the electrical equipment needs of the modern classroom.
- ☐ Electrical supply outlets need to be placed on every stationary wall and above the counters in each classroom. Outlets should be provided at the instructors’ areas for lectures and demonstrations.
- ☐ Electrical supply outlets need to be provided for any built-in audio-visual equipment installed in the classroom (e.g., television, VCR, electric

ceiling screen, etc.) Controls for the screen should be by the light switches.

- ☐ Each classroom should have occupancy sensors installed for lights.
- ☐ A central emergency shut-off switch should be considered.
- ☐ Maximum outlets are needed at each computer station.
- ☐ UPS is needed in the head end room.
- ☐ Extra panels should be added to provide for future expansion.

Lighting:

- ☐ Lighting needs to be even across the classroom.
- ☐ Bi-level lighting will accommodate an instructor's need to vary the light intensity for different instructional tasks.
- ☐ Parabolic light fixtures need to be energy efficient T-8s with an electronic ballast to keep operating costs at a minimum. The lamps should have a CRI of .85.
- ☐ Light switches should be located at the teacher's area.
- ☐ Lights need to be diffused to reduce the glare.
- ☐ Task lighting is needed in the office area.

Technology:

- ☐ Data drops should be installed in all spaces except storage. The instructor's data drops need to be placed in different spots in the room to allow the teacher's desk to be moved periodically.
- ☐ Each classroom needs to have access to cable TV for commercial, satellite, and closed circuit broadcasts over the cable. Special

consideration may be needed for compressed video in each instructional space.

- ☐ Telephones should be located at each student's area for simulation activities.
- ☐ Telephone jacks should be placed near the door to the classroom and near the teacher's area.
- ☐ The telephone system should be programmed to enable outgoing calls directly from the classroom. All incoming calls should go through the main office switchboard.
- ☐ Cordless telephones should be considered.
- ☐ Telephone and data drops need to be located in the office and conference room.
- ☐ Each classroom should be equipped with an integrated clock, intercom, and bell system.
- ☐ Each classroom should be equipped with a TV, VCR, electric screen, and overhead/LCD projector. In those classrooms that have moveable walls, the TV/VCR needs to be placed away from the moveable wall for noise separation.
- ☐ The area should be wired with data cable to enable the connection of a local area network and a wide area network.

SURFACES

Floors:

- ☐ Anti static carpet is needed throughout the classroom and labs.
- ☐ Vinyl tile should be used in the student store and in the storage area.

Walls:

- ☐ A white board with friction clips needs to be provided.
- ☐ A tackable wall should be provided in the classroom.
- ☐ Wall and ceiling surface materials need to accommodate the acoustical needs of the classroom.
- ☐ Windows should be in the lecture room but none in the lab.
- ☐ Windows, where applicable, need to be of double pane glass and have operable integral blinds where practical.

Ceilings:

- ☐ The ceiling height of this space should be 9' - 11'.
- ☐ The ceiling should be a durable suspended, acoustical tile.

Doors:

- ☐ Each general classroom should have a standard sized exit door.
- ☐ Each general classroom door should have a small, narrow window.

FURNITURE AND EQUIPMENT

- ☐ Each general classroom needs to be equipped with a sufficient number of adjustable desks, tables, and chairs to meet the needs of the instructional program.

- ☐ Computer/student stations large enough to accommodate equipment, student materials and appropriate work space.
- ☐ Scanner
- ☐ Digital Camera
- ☐ Laser Printer
- ☐ Keyboards should be on adjustable, retractable shelves.
- ☐ Each general classroom needs to be equipped with a television, VCR, LCD projector, and electric, ceiling-mounted screen.
- ☐ Consider computer furniture that will conceal computer and peripheral wiring.

STORAGE

- ☐ Each general classroom needs to have at least 24' of base cabinets for storage.
- ☐ The base cabinets should have counter tops.
- ☐ Some of the counter area should have knee spaces underneath to act as desks for computer stations.
- ☐ Each general classroom needs to have overhead wall cabinets above the base cabinets.
- ☐ Each general classroom needs to have sufficient storage for those specialized books, magazines, and other instructional materials necessary for successful instruction.
- ☐ Each general classroom needs to have some of the storage cabinets be secured specifically for the personal effects of the instructors.

- ☐ Some locking cabinets will be necessary for materials not accessible to students.
- ☐ Space is needed for two (2) four-drawer, letter-size file cabinets.
- ☐ Space is needed in the storage room for media carts.
- ☐ Adjustable shelves are needed in storage rooms and cabinets.

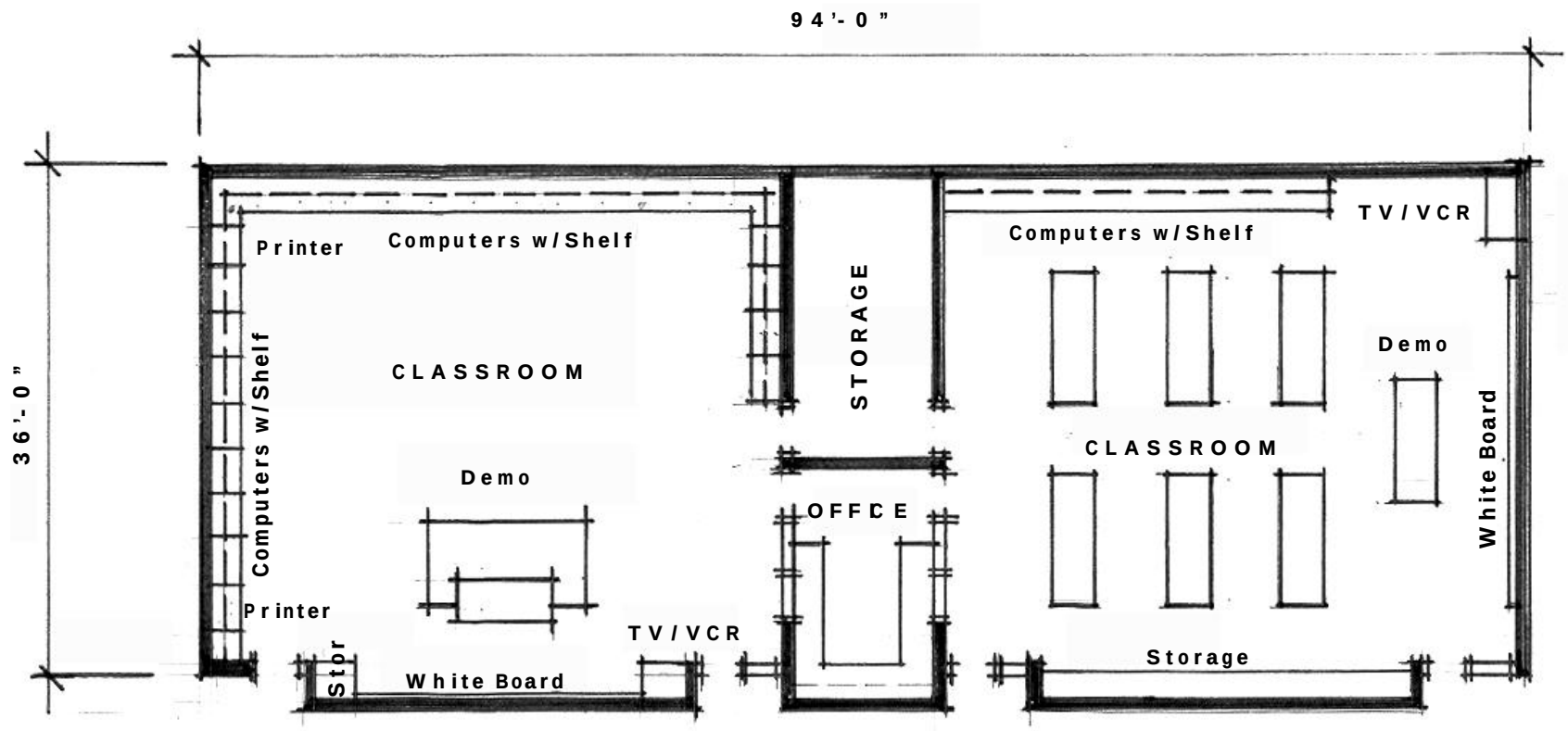
SAFETY

- ☐ Equipment congestion may be a safety issue.
- ☐ Outlet accessibility is important.
- ☐ All furniture should be ergonomically correct.
- ☐ Locking, glass display cases should be provided

IMPORTANT NOTE

The following graphics are intended to show typical spaces and spacial relationships. They are not intended to serve as architectural drawings and are not adapted to specific sites.

These graphics should be used as a starting place for discussions with district personnel, planners, architects and engineers. Almost certainly, changes and adaptations will be required to meet the particular needs of the educational institution and the programs they offer.



BUSINESS & INFORMATION TECHNOLOGY

The Matrix Group **Not to Scale**